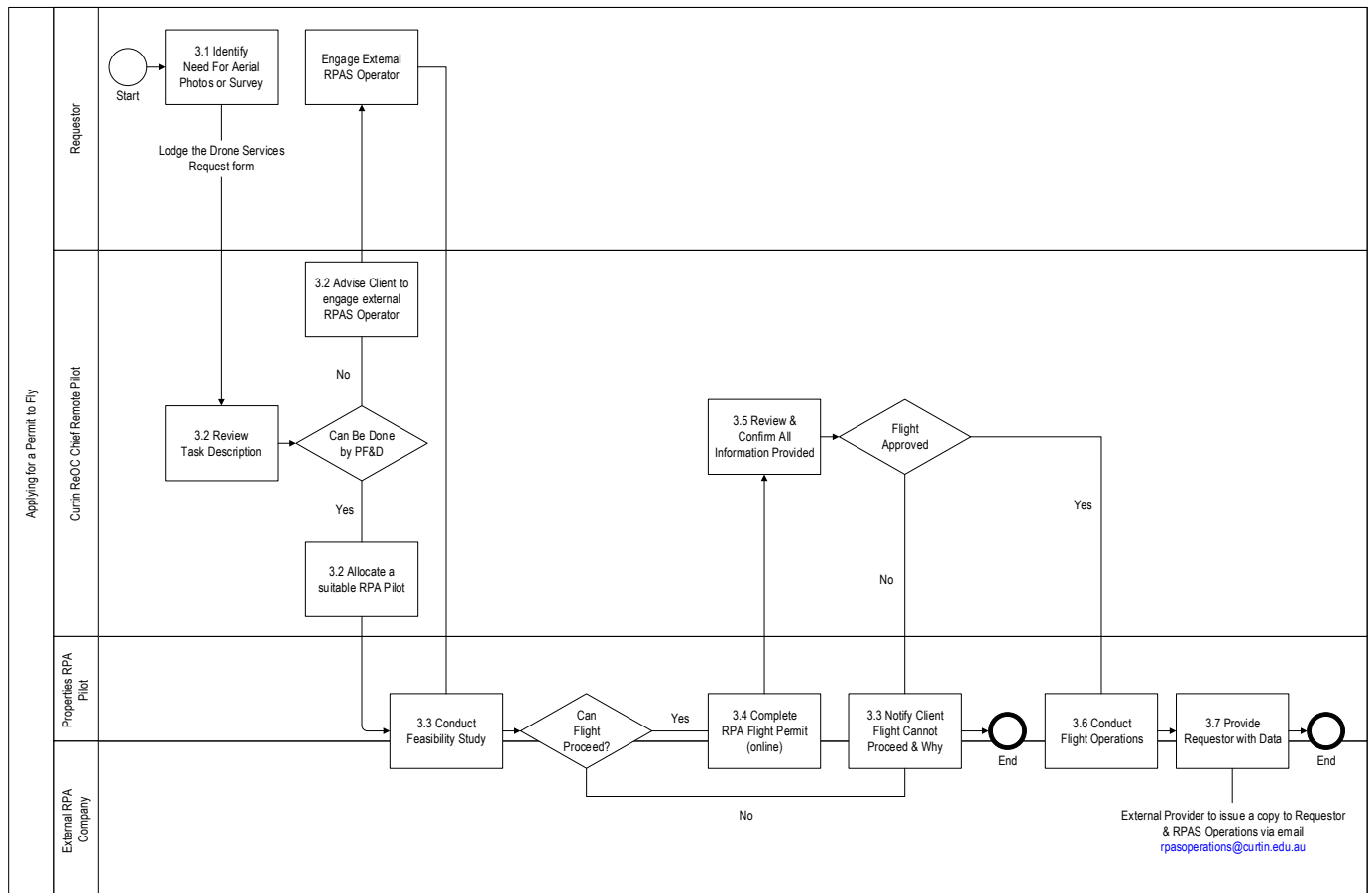# Process - Apply for Permit to Fly

1 Context

Curtin University restricts the use of 'Drones' or Remotely Piloted Aerial Systems to be flown over its lands and buildings. Any person wishing to undertake these types of activities is required to obtain a 'Permit to Fly'. This process may take up to 10 working days to complete.

2 Workflow Diagram

3 Process

3.1 Identify Need for Aerial Photos or Survey

Accountability: Requestor

- Identify need for aerial photos or survey
- Contact Curtin & speak to Curtin ReOC Chief Remote Pilot on 9266 2020
- Lodge a Request for Drone / PRA Service Request (online form)

3.2 Review Task Description

Accountability: Curtin ReOC Chief Remote Pilot

- Review requirements
    - if PF&D cannot complete the task, advise Client to engage external RPAS Company

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– if PF&D can complete the task, allocate a suitable RPA Pilot

3.3   Conduct Feasibility Study

Accountability: Properties RPA Operator, External RPA Company

- Conduct feasibility study as per Curtin or External Company requirements
- Can flight proceed
  - if yes, lodge a Request for RPA Flight Permit (online)
  - if no, notify Requestor that the flight cannot proceed, and why

3.4   Complete RPA Flight Permit (online)

Accountability: Properties RPA Operator, External RPA Company

- Navigate to the RPA Permit available from: http://properties.curtin.edu.au/workingwithus/permits.cfm
- Complete all sections of the RPA Permit, attaching all specified supporting documentation
- Submit application (an automated notification confirming Curtin University's receipt of the permit application will be received)

3.5   Review & Confirm All Information Provided

Accountability: Curtin ReOC Chief Remote Pilot

- Review & confirm all information provided
  - if satisfied, forward an authorisation email approving the Permit application to the SCC, with a copy to the relevant Stakeholders (the acceptable email is the 'authorisation' text extract from the automated 'Authorisation Requisition' email notification)
  - if deficiencies or areas requiring further clarification are identified, the Remote Pilot is advised of these deficiencies or areas that require further clarification, to assist with the completion and approval of the Permit application.

3.6   Conduct Flight Operations

Accountability: Properties RPA Operator, External RPA Operation Company

- Conduct flight operations

3.7   Provide Requestor with Data

Accountability: Properties RPA Operator, External RPA Operation Company

- Provide Requestor with data
- Provide a copy to RPAS Operations (*External RPA Operation Company*)
- Close out file

4   Related Tools

- Request for Drone / PRA Service Request (online form)
- Request for RPA Flight Permit (online form)

5   Related Knowledge

- Nil for this process

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6   Associated Processes

- Nil for this process